

Broker – applying for a principal broker license after taking the broker’s exam

- ☐ Original application from the approved testing provider completed and signed by the applicant;
 - ☐ Experience verification completed by principal broker(s) verifying completion of required experience; *(This form is a part of the application.)*
 - ☐ Real Estate education transcripts including the brokerage management course if not previously submitted to the Commission by the applicant; (copies are accepted; website printouts are not accepted)
 - ☐ Copies of college transcripts or college degrees being used for elective credit; (copies are accepted; website printouts are not accepted)
 - ☐ Education Review prepared by the KREC;
 - ☐ Escrow account verification; *(This form is a part of the application.)*
 - ☐ License released by current principal broker;
 - ☐ FBI Report (Original) -- If the FBI report has not been received and the applicant is utilizing the optional affidavit process the following items must be submitted with the application:
 - ☐ Optional affidavit form;
 - ☐ Proof of mailing of the FBI request; and
 - ☐ AOC report for Kentucky residents or state background check for out of state residents;
- (If the applicant utilizes the Optional affidavit process to obtain their license, the FBI report must be sent to the Commission as soon as it is received.)***
- ☐ Check for \$30 made payable to KREC if applicant is currently licensed as a sales associate with the KREC, or a check for \$60 made payable to KREC if the applicant does not have a current sales associate license;
 - ☐ If the new firm is a corporation, limited liability corporation, partnership or business trust, the applicant must attach a Certificate of Authority from the Kentucky Secretary of State’s Office;
 - ☐ If the new firm is a Sole Proprietorship in any name other than the principal broker’s name, applicant must attach proof of registration from the county in which the business is registered;
 - ☐ If the applicant does not have E & O insurance filed with the KREC or if the E & O insurance is not current or will not continue to cover the applicant at the new firm, E & O insurance must be provided;
 - ☐ If the applicant has held or holds a license in another state a Certificate of Licensure from the state(s) must be attached;

If the applicant is not a Kentucky resident, form #403 “Consent to Service of Jurisdiction” must be attached.